



CUIC No. _____
(To be assigned upon receipt of request.)

JOINT REFERRAL COMMITTEE

Application and Requirements

(Check One)

- _____ Abandonment and Sale of Street, Alley, or Easement
_____ Encroachment into Street or Alley
_____ Other

Your request to the Joint Referral Committee to consider either (i) the abandonment and sale of a street, alley, or easement owned by the City of Houston or (ii) an encroachment agreement allowing you to maintain a home, building, or other permanent structure within a City street or alley must include the information requested below. Both the property owner (applicant) and the agent (if applicable) must sign this application where indicated on page four. A signed original authorization letter may be substituted for the property owner's (applicant's) signature. Providing the requested information will ensure the timely review of your request.

Part I - Required Information (all requests) (Items 1-4)

1. **Property Owner (Applicant):** Your name, address, daytime telephone and facsimile numbers, and e-mail address (optional).

Name: _____
Address: _____

Contact: _____
Telephone No.: () _____
Facsimile No.: () _____
E-mail Address: _____

2. **Agent:** Name, address, daytime telephone and facsimile numbers, and e-mail address (optional) of any agent who will represent you in this matter. The agent will be the sole representative and contact for this request. *(To be completed only if you are represented by an agent.)*

Name: _____
Address: _____

Contact: _____
Telephone No.: () _____
Facsimile No.: () _____
E-mail Address: _____

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3. Key Map Location of area of your request (*Example: 493X*): _____

4. Council District: _____

Part II - Abandonment and Sale (Street, Alley, or Easement) Requests (Items 5-16)

5. Description of the portion of the street, alley, or easement to be abandoned. (*Example: Sarah Avenue, from West Knight Road to David Street*)

6. The total estimated area to be abandoned. (*Example: 20 feet wide by 200 feet long; total of 4,000 square feet*)

7. Legal description of the property abutting the portion of the street, alley, or easement to be abandoned, by lot and block, including the name of the subdivision. If the property is not located in a platted subdivision, provide the name of the survey and the abstract number. (*Examples: Lot 5, Block 3, Western Heights Subdivision or Tracts 1A and 3C, Obedience Smith Survey, A-56*)

8. The address of the street or alley abandonment area and the address of the applicant's abutting property (if different from that shown in Part I).

9. Name(s) of all property owner(s) abutting the portion of street, alley, or easement you are requesting to be abandoned.

Name

Name

Address

Address

City/State/Zip Code

City/State/Zip Code

(Attach additional pages, if necessary.)

10. Drawing(s) or map(s) of the area with the street right of way or alley to be abandoned highlighted, hatched, or otherwise clearly labeled. The drawing(s) or map(s) should also indicate the approximate dimensions of the area to be abandoned. (Attach to this form.)

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11. Copy of the recorded deed or subdivision plat that created the street, alley, or easement, with the pertinent dedicatory or conveyance language highlighted. You also may include copies of Baca Landata or Harris County Appraisal District printouts showing the City's interest in the street, alley, or easement. (Attach to this form.)
 12. A statement as to the intended use of the property interest should the City approve the abandonment and sale.
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13. Photographs, labeled and dated, of the affected property. (Attach to this form.)
 14. (Optional) Property survey or any available information about the property history. (Attach to this form.)
 15. (Optional) Other information you consider relevant to your request, if not included in the above items. (Attach to this form.)
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16. If your request includes a proposed exchange (dedication) of property to the City, please describe below and include in Items 5-14 above the same property information about the dedication parcel(s).
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Part III - Encroachment (Street or Alley) Requests (Items 17-26)

17. Description of the encroachment, including the affected permanent structure. (*Example: A 2-foot building encroachment into a 30-foot-wide alley*)
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18. The total estimated area of the encroachment. (*Example: 2 feet wide by 45 feet long; total of 90 square feet*)
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19. Legal description of the property where the encroachment is located, by lot and block, including the name of the subdivision. If the property is not located in a platted subdivision, provide the name of the survey and the abstract number. (*Examples: Lot 5, Block 3, Western Heights Subdivision or Tracts 1A and 3C, Obedience Smith Survey, A-56*)
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20. The address of the street or alley encroachment area and the address of the applicant's abutting property (if different from that shown in Part I).
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21. Drawing(s) or map(s) of the area with the encroachment highlighted, hatched, or otherwise clearly labeled or indicated. The drawing(s) or map(s) should also indicate the approximate dimensions of the encroachment area. (Attach to this form.)

22. Photographs, labeled and dated, of the affected improvements, the encroachment, and the affected City property. (Attach to this form.)

23. Copy of the recorded deed or subdivision plat that created the street or alley that is the subject of the encroachment, with the pertinent dedicatory or conveyance language highlighted. You also may include copies of Baca Landata or Harris County Appraisal District printouts showing the City's interest in the street or alley. (Attach to this form.)

24. A statement as to how the encroachment was created and how long it has existed.
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25. (Optional) Property survey or any available information about the property history. (Attach to this form.)

26. (Optional) Other information you consider relevant to your request, if not included in the above items. (Attach to this form.)

Signatures

Property Owner(s) [required unless separate authorization letter submitted]:

(Date)

(Date)

Agent [required]:

(Date Submitted)

JOINT REFERRAL COMMITTEE

Information and General Instructions

(This page does not need to be copied and included as part of the application package.)

1. *Letter size maps and drawings expedite request handling. At least (1) one original and (6) six complete, collated copies of your application with all attachments must be provided.*
2. *Copies of a subdivision map or a recorded deed may be obtained at the County Clerk's Office, 4th Floor, Harris County Administration Building, 1001 Preston Avenue, Houston, Texas. For information about real property records, call the Harris County Clerk's information desk at (713) 755-6798.*
3. *Copies of City of Houston engineering drawings and many subdivision plats may also be obtained at the City of Houston Survey Section's file room, located on the basement level, Bob Lanier Public Works Building, 611 Walker, Houston, Texas.*
4. *For additional information, contact the Department of Public Works and Engineering, Real Estate Branch at (713) 837-0597, or by facsimile at (713) 837-0932.*

You must submit your application in person for review. Application reviews will be held once a week on Thursday, 9:00 a.m. to noon, on a first-come first-serve basis. If Thursday falls on a holiday, please call to obtain the alternate submittal date or check the Joint Referral Committee website at <http://www.publicworks.cityofhouston.gov/documents/JRC/index.htm>. No appointment is necessary. Incomplete packages will not be accepted, but may be resubmitted when complete. No late submittals will be accepted.

Please deliver (1) one original and six (6) complete, collated copies of your application in person to:

Joint Referral Committee
Real Estate Branch
Department of Public Works and Engineering
611 Walker, 19th Floor
Houston, Texas 77002